

PART I: FROM ANNOUNCEMENT TO FUNDING APPROVAL
JANUARY 1, 2016 – MAY 20, 2016

**ARIZONA STATE PARKS
GRANT APPLICATION
ANNOUNCEMENT
DECEMBER 2016**

GRANT WORKSHOPS

- PHOENIX: 1/20/16
- FLAGSTAFF: 1/21/16
- TUCSON: 1/27/16

**ELIGIBILITY
DETERMINATION**
No Later: February 10, 2016

All applicants must contact Grants Leader, Mickey Rogers by February 10th. This will determine eligibility, type of project (motorized, non-motorized, trail maintenance) and which sections applicants must complete in the **Grant Application Packet**.

GRANT SCOPE SHEET

Each applicant must complete a Grant Scope Sheet (Excel format) based on the focus of your project (motorized or non-motorized). Use this form to provide a detailed list of project activities, the costs of each item (materials, labor, etc....) & project timeline.

SCOPE SHEET DRAFT

Applicants are encouraged to submit a draft of their Grant Scope Sheet to Mickey Rogers at ASP, no later than February 17th.

GRANT SCOPE SHEET DUE DATE

February 17, 2016

By **February 17th** applicants are required to submit their project Scope Sheet to Mickey Rogers to ensure all cost items are eligible. * New to this process - applicants will now learn the initial score of their project prior to the application being submitted.

GRANT DEADLINE
MARCH 1, 2016

APPLICATION MUST BE RECEIVED BY 5PM
All applicants will receive a confirmation call by **March 3rd**.

REVIEW TEAM
MARCH 2016

•Park Staff & 1-2 Advisory Members review all applications & make recommendations.

**ASCOT, OHVAG &
AORCC**
March-April
2016

•Staff will present the results from the review team to the Arizona State Committee on Trails (ASCOT), the Off-Highway Vehicle Advisory Group (OHVAG) and Arizona Outdoor Recreation Coordinating Committee (AORCC) for their independent reviews and funding recommendations for Parks approval.

FINAL REVIEW
MAY 18, 2016

•A final review based on the recommendations from staff, OHVAG, ASCOT & AORCC will be conducted. All applicants will receive both an email and a letter indicating if their application was approved for funding at this time.

**ASCOT & OHVAG ADVISORY
MEETINGS**

APRIL 8, 2016

Advisory groups meet to discuss projects and make recommendations for projects to be funded. Sponsors encouraged to attend and participate in this process.

AWARD NOTIFICATION
MAY 20, 2016

All applicants will be notified on the status of their project by May 20th.

PART II: POST-AWARD PROCESS: WHAT HAPPENS AFTER A PROJECT IS AWARDED FUNDING?

MAY 20, 2016 – JANUARY 2017

REQUIRED WEBINAR

MAY 25, 2016 * 10A.M.

All projects awarded funding from this cycle will be required to participate in a webinar to discuss award requirements, project timeline, and cultural & environmental documents. Project coordinators, and if applicable, agency archaeologists/NEPA Planners required to participate.

CULTURAL CLEARANCE REVIEW FORM (CCR FORM)

DUE NO LATER THAN: July 1, 2016

All applicants are required to submit this Form to ASP. It may be submitted with your application by MARCH 1ST OR ANYTIME PRIOR TO JULY 1, 2016. Failure to submit the CCR Form may result in the cancellation of your project.

NEPA FORM/CATEGORICAL EXCLUSION -CE CHECKLIST

DUE NO LATER THAN: September 1, 2016

PLEASE NOTE: NEPA is not required for all projects. ASP will issue this determination at the time your agency makes first contact with ASP. For the projects that require NEPA the Form may be submitted with your application by MARCH 1ST OR ANYTIME PRIOR TO September 1, 2016.

14 DAY REVIEW PERIOD: CULTURAL CLEARANCE REVIEW FORM & NEPA FORM

Once an applicant submits all necessary documents ASP will forward the documents to ADOT and or SHPO within 7 days. ADOT will complete a preliminary review within 14 business days upon receipt of these documents.

30 DAY CONSULTATION REVIEW PERIOD

If the preliminary review shows no additional information is needed ADOT and or SHPO will then have 30 business days to complete a full review of a project and issue their findings. If there are no delays in receiving documents from a sponsor; and a finding of "no adverse affect" has been issued ASP will then be permitted to request funds for a project.

OBLIGATION AUTHORITY

October 2016 - November 2016

The process of requesting funding for a project is called *Obligation Authority*. There are 2 sources of funding for these projects: State of Arizona & Federal Highways (FHWA). Most of the projects funded in this cycle receive funding from FHWA. These funds move from the FHWA to The Arizona Department of Transportation and finally to ASP. When a project is determined to have "no adverse affect" ASP then submits a request (within 3 business days) to ADOT to fund that project. ADOT typically takes 4-8 weeks to release funds to ASP.

PROJECT AGREEMENT SENT TO SPONSOR

NOVEMBER 2016 - JANUARY 2017

This is a legal contract between the project sponsor and State Parks identifying the conditions upon which the funds are being given to the project sponsor. Applicants who are able to provide complete CCR and NEPA Forms and submit these forms prior to the due dates should receive their agreement earlier. Once the agreement is received please return with signatures within 15 business days.

APPROVAL TO PROCEED

NO LATER THAN JANUARY 2017

Once the Project Agreement is signed by the sponsor ASP Director, Sue Black, will sign the agreement (within 7 business days). Once signed by the Director the project is approved to proceed and costs can be incurred.

POST AWARD KEY DATES

JULY 1, 2016
Cultural Clearance
Review Form Due

SEPTEMBER 1, 2016
NEPA Form Due

NOVEMBER 2016
ADOT/SHPO Review of
cultural and environmental
clearances completed

OCTOBER-NOVEMBER
2016
Funding
(Obligation Authority)
Request Made by Parks

NOVEMBER 2016 -
JANUARY 2017
Project Agreement Phase

PROJECTS APPROVAL
TO PROCEED
NO LATER THAN
JANUARY 2017